Outlook Web Access (OWA) Instructions
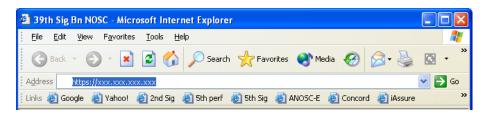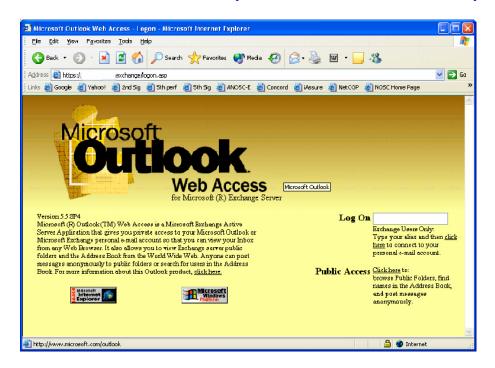
1. Enter the appropriate IP Address – https://xxx.xxx.xxx.xxx.

2. The screen below will appear and request your "user name" and "password". Your user name should read "eur/firstname.lastname".

3. After successful entry, the Outlook Web Access screen will appear. You must now enter your complete email address into the log on window and then click the "click here" link. Example. firstname.lastname@benelux.army.mil, or firstname.lastname@us.army.mil

4. The "user name" and "password" screen will appear again, and you must again enter the required information as in step #2. Once this has been completed, your web outlook email box should appear.